



Local Internship Announcement for Fine Arts Student U.S. Embassy Lisbon

Position Title:

Public Diplomacy Section Intern – Art & Culture

Position Description:

The PDS Intern would assist the Public Diplomacy Section staff with the following tasks:

- Support our specific efforts to propagate American fine arts and artists;
- Assist with public diplomacy programs, outreach activities and public events;
- Support all aspects of event planning, invitations, logistics, and coordination;
- Draft routine e-mail correspondence in English and Portuguese/Respond to public inquiries;
- Support our traditional and social media efforts as required;
- Other duties and special projects, as requested

U.S. Embassy Lisbon's Host Country Internship Program is open to non-U.S. citizen, Portuguese students of Portugal-based universities who wish to gain valuable work experience (and academic credit if permitted by the university) while providing key support to U.S. Embassy Lisbon.

Internships are unpaid and last a minimum of 10 weeks and a maximum of three months. Full-time and part-time schedules may be considered.

All selected interns will be required to obtain a Security Certification prior to the beginning of the internship.

Skills:

Excellent organizational skills

Thorough knowledge of Word, Excel, Powerpoint, Facebook, Instagram, and other computer and social media applications.

Skilled and comfortable with public speaking

Education:

An academic focus on fine arts will be essential. Students of art history, curation, arts management, art preservation, etc. are prioritized.

Students must have completed two years and be currently enrolled in a university prior to application for an internship and have a minimum grade point average of 14 (on a 20 point scale) for students completing a licenciatura.

Language:

Applicants must speak professional level English and Portuguese.

Please submit your cover letter and curriculum vitae, in English, to internshiplisbon@state.gov including your name and the words "Public Diplomacy Section Arts Internship Application" in the subject line.

Please do not send invitations to third party employment websites such as Linked In or they will be automatically deleted.